How Employers Can Share Message Center with Additional User in the UC Benefits System

Go to **https://benefits.uc.pa.gov/**

and click **Sign In/Register**

Multi-Factor Authentication (MFA) has now been added to the unemployment compensation (UC) system. **Click here to Learn More.**

Pennsylvania
Unemployment Compensation System

Sign In/Register

Forgot Username/Password?

En Español

Individual

Welcome to Pennsylvania's Unemployment Compensation (UC) system. Apply and manage your UC benefits anytime, anywhere.

Self-Services available include:

- File or Reopen a Claim
- File for Weekly UC Benefits
- Check Claim Status
- View Benefit Payments
- File a Benefit Appeal
- Manage Personal & Payment information

Employers

The UC system provides employers a helpful online tool to manage UC benefit requests and account information.

Self-Services available include:

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations
- File Benefit Appeals
- Review & Manage Charges
- SIDES E-Responses Portal
- Shared Work Plan Management

Third Party Administrators

The UC System also offers TPA's the opportunity to manage UC benefit requests and account information on behalf of their clients. Self-Services Available will vary depending on the TPA/Employer relationship.

- Respond to Requests, Fact-finding inquiries, and Trade Readjustment Allowances.
- View Determinations

Enter User Name and Password of Primary Contact in the Option 1 Section, and click Sign In

🔒 **Option 1 - Already Registered**

ℹ️

User Name: b-Abcdef12

Password: ••••••••••• 👁

Sign In

If you have forgotten your user name and/or password, please click Retrieve User Name or Password.

How Employers Can Share Message Center with Additional User in the UC Benefits System

Click on
View your Profile and Contact Information.

Menu   ⚠ Information   🏠 Home   ⓘ Accessibility   ⓘ My Dashboard   ⤶ Sign Out   👤 Ser...es for Individuals

Pennsylvania
Unemployment Compensation System

Welcome to My Employer Workspace User Name View your Profile and Contact Information.
This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

My Employer Dashboard	Directory of Services

▶ **Services Preview**

▼ **Widgets**

▼ My Messages

0 Unread Messages

0 Read Messages

Enter the Message Center ➡

▼ My Calendar

◀◀ ◀   August 2021   ▶ ▶▶

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

▼ Unemployment Services

Provide Additional Documentation
Upload documents that were requested during claim intake or fact finding.

Claimant Separation Form
The Statement of Potential Charges and Separation Request can be completed and submitted here.

How Employers Can Share Message Center with Additional User in the UC Benefits System

![Pennsylvania Unemployment Compensation System logo]

Use this folder to manage your general company information including contact and login information.
If you make changes, click the Save button.

[Employer Portfolio]

Click Contacts/Users **then** Edit

⊟ 📁 **Employer Profiles**
   ⊟ 📁 Corporate Profile
      📄 General Information
      📄 Locations
      📄 Contacts/Users
      📄 Account Summary
      📄 Documents
      📄 Agents
   ⊟ 📁 Communications Profile
      📄 Messages
      📄 Subscriptions
      📄 Email Log

⊟ 📁 **Unemployment Files**
   ⊟ 📁 Unemployment Benefit File
      📄 Employer Charges
      📄 Claimants
      📄 Determinations
      📄 Appeals
      📄 Mass Layoffs
      📄 Labor/Non-Labor Disputes
      📄 Shared-Work
      📄 Wage Audit Notices

General Information	Locations	**Contacts/Users**	Account Summary	Documents	Agents

⊞ Show All Contact/Users Filter Criteria

To sort on any column, click a column title.

Contact Name	Location	Job Title	Phone Number	Sign in capable	Action
Employer Contact Name (*Primary Contact*) (*UI Primary Contact*) (*Unemployment*) Last Successful Login: 5/26/2022 11:56:03 AM	UI Benefit Location	UC Benefits Contact	(717) 555-1111	Yes	Edit Delete Inactivate
New Employer Contact (*Secondary Contact*) (*Unemployment*) Last Successful Login: 5/25/2022 3:46:20 PM	UI Benefit Location	UC Benefits Contact	(717) 555-1111	Yes	Edit Delete Inactivate

How Employers Can Share Message Center with Additional User in the UC Benefits System

Click [User Privileges](#)

Contact Information	Contact Designations	Sign In Information	User Privileges	Other Information

Contact Information

This is both the Primary Contact and UI Primary Contact

* First Name: Employer Name

Middle Initial:

* Last Name: Employer Name

* Job Title: UI Benefit Contact

* Phone: (717) - 555 - 1111 **Ext:** 00000

Fax:

Alternate Phone: **Ext:**

Text Message Cell Phone:

* Email Address: Employer email address

* Confirm Email Address: Employer email address

How Employers Can Share Message Center with Additional User in the UC Benefits System

Contact Information	Contact Designations	Sign In Information	User Privileges	Other Information

User Privileges

☐ Select All / Un-Select All

Contact: Renee Dunn

Basic Contact Privileges

User Privileges for Corporate Information
☑ Edit General Information

User Privileges for Locations
☑ Add and Edit Locations

User Privileges for Locations Associated with this User
☑ Edit Locations

☑ Activate and Inactivate Locations

User Privileges for Locations NOT Associated with this User
☑ Edit Locations
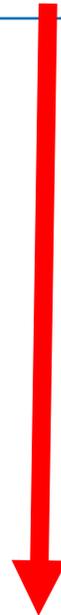
☑ Activate and Inactivate Locations

User Privileges for Contacts at the Location(s) Associated with this User
☑ Add and Edit Contacts

☑ Edit Contacts

☑ Activate and Inactivate Contacts

User Privileges for Contacts at the Location(s) NOT Associated with this User
☑ Add and Edit Contacts

☑ Edit Contacts

☑ Activate and Inactivate Contacts

Scroll Down

6

How Employers Can Share Message Center with Additional User in the UC Benefits System

Employer Contact Name Username

New employer Contact Name Username

Check

☐ Unemployment

* Select the employer type functionality this contact will be using

☐ Unemployment

Grant Access to My Message Center:

Select from the list of active Contacts in My organization, to allow them to view My Messages. (Select all that will be granted Access to My Message Center.)

New employer Contact Name Username

Update Access

Save   Cancel

* Select the employer type functionality this contact will be using

☑ Unemployment

Click

▶▶

Grant Access to My Message Center:

Select from the list of active Contacts in My organization, to allow them to view My Messages. (Select all that will be granted Access to My Message Center.)

New employer Contact Name Username

→
←
▶▶
◀◀

Update Access

Save **Cancel**

[View Contact History]

Click Update Access

and then Save

* Select the employer type functionality this contact will be using

☑ Unemployment

Grant Access to My Message Center:

Select from the list of active Contacts in My organization, to allow them to view My Messages. (Select all that will be granted Access to My Message Center.)

New employer Contact Name Username

Update Access

Save   Cancel

General Information	Locations	**Contacts/Users**	Account Summary	Documents	Agents

⊞ Show All Contact/Users Filter Criteria

To sort on any column, click a column title.

Contact Name	Location	Job Title	Phone Number	Sign in capable	Action
Employer Contact Name (Primary Contact) (UI Primary Contact) (Unemployment) Last Successful Login: 5/26/2022 11:56:03 AM	UI Benefit Location	UC Benefits Contact	(717) 555-1111	Yes	Edit — Delete — Inactivate
New Employer Contact (Secondary Contact) (Unemployment) Last Successful Login: 5/25/2022 3:46:20 PM	UI Benefit Location	UC Benefits Contact	(717) 555-1111	Yes	Edit — Delete — Inactivate

The process for the primary user is complete. Now, when the new user logs in at https://benefits.uc.pa.gov, they must take a few steps to make sure they see the primary user's messages under the communications profile. The following pages are the steps the new user must complete after they log in.

How Employers Can Share Message Center with Additional User in the UC Benefits System

Messages	**Subscriptions**	**Email Log**

📌 Pin to Dashboard

ℹ️ For help click the information icon.

Click

Messages Share

Access Messages For:

Me (default) ▼

⊞ Show Filter

Shortcut Keys: Access Message Folders with Alt and/or Shift + O then arrow up or down.
Access Messages with Alt and/or Shift + M.
Access My Folders with Alt and Shift + F.

▼ 🗂 Folders
   📩 Inbox **(1)**
   🗑 Deleted
   🗑 Junk
   📁 Sent

🗂 My Folders

Viewed Status	Attachments	From	Subject	Msg Date	Select ☐
✉		POSTMASTER	Security Information Updated	06/07/2022 11:45 AM	☐

⏮ ◀ 1 ▶ ⏭ Page size: 10 ▼   1 items in 1 pages

11

How Employers Can Share Message Center with Additional User in the UC Benefits System

Messages	Subscriptions	Email Log

📌 Pin to Dashboard

ℹ️ For help click the information icon.

Employer Portfolio

Select Primary User

Messages Share

Access Messages For:

Me (default) ▼

Me (default)
Employer contact name username

My Messages

⊞ Show Filter

Messages	Subscriptions	Email Log

How Employers Can Share Message Center with Additional User in the UC Benefits System

Messages Share

Access Messages For:

Employer contact name username	▼

Primary User's Messages

My Messages

⊞ Show Filter

Shortcut Keys: Access Message Folders with Alt and/or Shift + O then arrow up or down.
Access Messages with Alt and/or Shift + M.
Access My Folders with Alt and Shift + F.

Folders
- 📥 Inbox (323)
- 🗑 Deleted
- 🚫 Junk
- 📤 Sent

My Folders
- Archived

Viewed Status	Attachments	From	Subject	Msg Date	Select ☐
✉	📎	POSTMASTER	Notice of Financial Determination - Employer	06/07/2022 11:45 AM	☐
✉	📎	POSTMASTER	Request For Relief From Charges	06/07/2022 11:45 AM	☐
✉	📎	POSTMASTER	Notice of Financial Determination - Employer	06/07/2022 11:05 AM	☐
✉	📎	POSTMASTER	Request For Relief From Charges	06/07/2022 11:05 AM	☐
✉	📎	POSTMASTER	A&A REPORTING- QC QUALIFYING DETERMINATION	06/07/2022 11:05 AM	☐
✉	📎	POSTMASTER	QUALIFYING SEPARATION DETERMINATION	06/07/2022 10:58 AM	☐
✉	📎	POSTMASTER	Request For Relief From Charges	06/07/2022 09:42 AM	☐
✉	📎	POSTMASTER	Notice of Financial Determination - Employer	06/07/2022 09:41 AM	☐

13